



**ILLINOIS GROUNDWATER ASSOCIATION
GUIDELINES AND APPLICATION
FOR A GRADUATE STUDENT RESEARCH GRANT**

Instructions

1. Read the Illinois Groundwater Association's **Guidelines for the IGA Student Research Grant Program** (attached). Make sure you follow the **Application Guidelines**.
2. Complete the application form by typing or printing in the spaces provided. Also, attach a **maximum** of two pages, typed single spaced, describing your project. Please include:
 - statement of the objectives of the project
 - brief review of the significance of the project
 - statement of the proposed methods for accomplishing the project
 - location of any field investigations, and relevance of research to Illinois groundwater
 - an approximate timetable for the project
 - a brief bibliography of literature cited.
3. Sign the application form and have it signed by your advisor or research supervisor.
4. Submit an electronic copy of the completed application to:

Melissa Lenczewski, Grants Coordinator
Illinois Groundwater Association
lenczewski@niu.edu

Completed applications should be postmarked by the following deadlines:

Spring applications:	4th Friday in April
Fall applications:	2nd Friday in November

ILLINOIS GROUNDWATER ASSOCIATION
Guidelines for the IGA
Student Research Grant Program

The Illinois Groundwater Association (IGA) makes available several small grants annually to help support student research into groundwater in Illinois. The purpose of the grant program is to advance the knowledge of groundwater resources in Illinois by:

- a) Supporting research into groundwater in Illinois or relevant to Illinois at a level at which IGA support can be significant
- b) Encouraging the training and development of students as future groundwater professionals;
- c) Encouraging the involvement of students in the goals and activities of the IGA.

Awards will be made on the basis of student applications, which are competitively evaluated. Applications will be evaluated for the scientific merit of the proposed work, the completeness of the proposal, the capability of the student investigator, and the reasonableness of the requested funding relative to the proposed work. The number and size of the awards will be at the discretion of the IGA Executive Committee. Individual awards up to \$1000 will be considered.

Eligibility

Any graduate or undergraduate student registered for full or part-time study at an accredited college or university in the State of Illinois is eligible to apply for an IGA Research Grant. Applications for research conducted in Illinois are preferred but applications for research relevant to Illinois groundwater are also acceptable. Students are not required to be members of IGA. Students can apply only once per year, but may submit applications in consecutive years. Students may not receive more than one IGA Research Grant during the course of study for the same degree. For example, a student receiving an award for undergraduate research is not eligible for another undergraduate research award, but is eligible for an award for research toward a higher degree. Previous IGA grant awardees can be reviewed at the IGA website--<http://www.illinoisgroundwater.org/sgrants.html>

Procedure

The Executive Committee of the IGA shall announce requests for student applications for an IGA Research Grant as follows:

- a) By email (guidelines, instructions, and application form) to the chairs of departments with known geology, earth science, geography, civil engineering, and other groundwater-related programs in colleges and universities in Illinois
- b) In the IGA newsletter sent to IGA members (by e-mail).
- c) At IGA meetings.

Awards will be made at the discretion of the Executive Committee of the IGA according to funds available. A member of the Executive Committee who is a relative, advisor, or research supervisor of a student applicant may offer comments and recommendations concerning the application, but may not vote on the distribution of awards. Awards shall be made without consideration of the gender, religion, race, or ethnic background of the students. Recognizing the differences in ability and experience between undergraduates and graduate level students and in the scope and costs of their research, the Executive Committee will evaluate undergraduate and graduate applications separately and will try to award grants in each category. However, there shall be no maximum or minimum number of awards in either category, and the Executive Committee may refrain from making any award at all.

Application Guidelines

Applications should be concise and informative, and should define a research problem for which adequate preparation has been made. Each application should include a description of the research strategy to be used to solve a problem through field or laboratory work, an estimated budget of reasonable expenses, and a statement of other funds available for the research. It is recognized that many student research projects operate on a combination of small grants like the IGA Student Research Grant. However, *large* amounts of other funding (e.g., a professor's major research grant) may lower the ranking of a project in the final evaluation of the applications.

The grants are to be used for expenses related to groundwater research in Illinois or relevant to Illinois. Appropriate expenses include travel and maintenance in the field, materials and supplies, purchase of equipment that is otherwise not available to the student, and cost of laboratory analyses that the student would not normally be able to conduct personally. Funds shall not be used for general living expenses at the student's home or institution, for purchase of equipment that should normally be available to the student, for payment to others to conduct work (such as typing, drafting, or routine laboratory analysis) that the student could reasonably be expected to perform personally, for general expenses of preparing theses, or for travel to professional meetings.

Award Procedure

The applications will be reviewed and awards decided within 4 to 6 weeks after the application deadline. The awards will be made by a single check to each recipient and should be used only for the purposes stated in the application. By the first day of February following receipt of the award, the student shall submit to the IGA Executive Committee a brief report of the research conducted, a brief accounting of the expenses paid with the award (no receipts are necessary), and an abstract that will be included in the IGA newsletter. Any unused funds shall be returned to the IGA. If the student is unable to conduct the proposed research, the Secretary of the IGA shall be notified in writing and the IGA Executive Committee will determine if an extension of time shall be granted or if the funds shall be returned to the IGA.

Students should present their research at an appropriate IGA meeting after the substantial completion of their project. Typically, this would be the Spring or Fall meeting in the calendar year after receiving the award.

**Illinois Groundwater Association
Graduate Student Research Grant Application**



Project Title: _____

Student Name: _____

Student Address: _____

Student Email: _____

University or College in Illinois: _____

(at which you are currently a student)

Degree for which you are studying: _____

Expected completion date: _____ Major Field: _____

Signature of Student: _____

Advisor Name, Department Address, Phone, and Email:

Signature: _____

Date application submitted: _____

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Description of Research: Please attach a brief description (2 pages or less) of the research to be conducted, including objectives, significance, methods, location of any field or laboratory work, relevance of this research to Illinois groundwater, timetable and bibliography.

Budget: List and (if not obvious) briefly explain the need for each major item or category for which IGA support is requested. See Application Guidelines for what sort of items or expenses are acceptable.

<u>Category/Item and Need</u>	<u>Amount Needed</u>	<u>Amount Requested from IGA</u>
Total amount requested from IGA		

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Other costs and support: List major categories (not individual items) of project expenses for which IGA support is *not* being requested, and list amounts and sources of other support, if any, including support by research supervisor.

Category/Item <u>and Need</u>	Amount <u>Needed</u>	Amount Requested <u>from IGA</u>
Total amount requested from IGA		

Brief biographical sketch: Attach a brief vita including education and grade point averages for previous and current degree programs, relevant or significant experience and positions held, significant awards or accomplishments, and a list of your own publications, if any.